



**KING COUNTY**  
**ASSISTANT ARCHIVIST**  
**DEPARTMENT OF EXECUTIVE SERVICES RECORDS, ELECTIONS AND LICENSING SERVICES**  
**DIVISION**  
**(Entry) \$16.15/HR - (Top) \$20.47/HR**  
**Job Announcement No.:03ES3613**  
**OPEN: 7/28/03      CLOSE: 8/29/03**

**WHO MAY APPLY:** This position is open to all King County employees and to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tony Adams at (206) 296-1925 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume, and a completed questionnaire (attached) are required.

**WORK LOCATION:** 1215 East Fir Street, Seattle WA

**WORK SCHEDULE:** Monday through Friday, 8:30 a.m. to 4:30 p.m. This is a full-time (35 hours per week) position.

**PRIMARY JOB FUNCTIONS:** This position will assist the Archivist in providing centralized services for the administration of the County's archives program by performing archival appraisals, arrangement and description, answering research requests, cataloging government documents, and carrying related archives and records management tasks for all county departments and the general public. Duties include:

1. Assist in the management and day-to-day functions of the King County Archives.
2. Arrange, describe, catalog, index and provide access to historical county agency records.
3. Assist in development and implementation of manual and computerized inventorying and indexing systems for archival collection control. Most specifically, a customized Microsoft Access application.
4. Oversee projects staffed by interns, volunteers, and other temporary employees.
5. Understand and comply with privacy, public access, and public disclosure laws.
6. Assist in designing, preparing and presenting exhibits, displays and workshops.
7. Assist in compiling, maintaining and reporting statistical and narrative materials for projects and monthly and annual reports.
8. Participate in professional organizations.

**QUALIFICATIONS:** Graduation from a college or university with course work in history or a closely related field and at least two years of professional experience in archival management is required. A Masters degree in history or library and information science with an archives specialization and certification by the Academy of Certified Archivists are highly desirable. The ideal candidate should be able to work independently, have good interpersonal skills, excellent computer skills with a good working knowledge of Microsoft Access and the ability to work well as part of a team

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State Driver's License. Occasional lifting, carrying and pushing boxes that could weigh up to 50 lbs.

**UNION MEMBERSHIP:** Positions in this classification are represented by Local 117.

**CLASS CODE: 8191      SEQUENCE NO.: 0119**

## **ASSISTANT ARCHIVIST POSITION QUESTIONNAIRE**

Provide a concise (6 pages or fewer) written response indicating your understanding of, and experience in each of the following areas. Both content and writing ability will be considered. Please print your last name and first initial at the top of each page you submit.

1. Describe your experience processing archival records, including:
  - Appraisal
  - Arrangement and description
  - Identification of, and planning strategies for, addressing preservation/conservation needs.
2. Describe what public records are and what responsibilities the archives have for ensuring public access to those records.
3. Demonstrate your knowledge of computer usage in archives, including:
  - Operation of a personal computer
  - Use of software to organize and provide access to archival records
  - Performance of data entry or supervision to ensure data entry quality control.
4. You are processing records in a government archives. A group of records has just been transferred from the records center, and your supervisor has asked you to process the collection. The records appear to be from some type of convention or conference and consist of the following: carbon copies of daily proceedings typed and bound together; numbered files containing a variety of different kinds of records; typescript copies of reports of different committees; and a published version of the proceedings. In addition there is a box containing several reels of microfilm. On the film are the published proceedings, but only the first three volumes.
  - a. What is the next step?
  - b. What decisions would you make and about how to process the records?
  - c. What kind of finding aid(s) would you produce?
5. Based on the scenario below, please write a brief letter to the researcher suggesting what governmental agencies may have created records of interest. Again, both content and writing ability will be considered. Content may be speculative and need not be based on known holdings, but records that would be likely creations of the suggested agencies.

Dr. John Doe, 123 Professor Street, University, WA 12345 has written a letter inquiring about records pertaining to Charlie Peanim for a paper he is writing on Native American interactions with white society. Peanim was a Native American living near Issaquah, King County, Washington in the early 20<sup>th</sup> century. He filed for a homestead and had numerous court dealings in regard to defending his water rights.